

**DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
JOB OPPORTUNITY
OFFICE ASSISTANT
(May underfill as Clerk Typist)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public and State Employees

Location: Connecticut Siting Council, Ten Franklin Square, New Britain

Job Posting No: 109363

Type of Position: Full-time, Permanent

Annual Salary: \$39,709 - \$52,100 CL-13 Office Assistant
\$35,602 - \$45,004 CL-10 Clerk Typist

Closing Date: August 22, 2014

Eligibility Requirement: Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Description of Duties: This position will provide full time clerical support to the Connecticut Siting Council. Duties include, but are not limited to, greeting clients; processing incoming/outgoing mail; responding to public inquiries; completing routine paperwork; filing; and other job-related duties as required.

Knowledge, Skills and Abilities: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skills; basic oral and written communication skills; ability to operate office equipment which includes personal computers, copy machine, fax machine, etc.; ability to perform clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

General Experience:

- Two (2) years' general clerical work experience.

Special Experience:

- Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

Substitution Allowed:

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a ([CT-HR-12 form](#)) Application for Employment and current state employees must provide a copy of his/her last two performance to: **(Incomplete packages will not be considered)**

**Department of Energy and Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Anne Dana
Telephone: (860) 424-3006
Fax: (860) 424-3896**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or deep.accommodations@ct.gov